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Approved For Release 2005/11/29 : CIA-RDP58-00039A000200020156-7

Office Memorandum • UNITED STATES GOVERNMENT  
**CONFIDENTIAL**

TO : Chief, Plans &amp; Policy Staff/TR

DATE: 16 June 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 24

I. SIGNIFICANT ITEMS: NONEII. OTHER ITEMS:A. OTR VACANCIES - GS POSITIONSComponentProfessional Clerical

\* Instructor Development Program  
Plans & Policy Staff  
Assessment & Evaluation Staff  
Support Staff (Headquarters)  
Support Staff [redacted]  
Basic School  
Intelligence School  
Language & External Training School  
Operations School (Headquarters)  
Operations School [redacted]  
Operations School [redacted]

Total

\* Not included in  
previous reports

B. [redacted] CONSTRUCTION. Contract documents were obtained from the Real Estate and Construction Division, Office of Logistics, and forwarded to [redacted] for construction of the TSS [redacted] at [redacted]. The contract, approved by the Office of Logistics, was awarded to the lowest bidder, [redacted]. The cost of construction is [redacted].

The Budget Office, TSS has transmitted a letter of authorization to [redacted] to expend the necessary funds for this construction.

C. NEW OBLIGATION SYSTEM - OTR HEADQUARTERS. The EFO/TR is completing arrangements for the installation of a Decentralized Allotment Control System for OTR, Headquarters, to be effective 1 July 1955. This System provides that the EFO/TR record and control all OTR allotment obligations rather than the Finance Division.

JOB NO. [redacted] BOX NO. [redacted] FLD NO. [redacted] DOC. NO. 39 NO CHANGE  
IN CLASS/ [redacted] CLASS CHANGED TO: TS S © RET. JUST. 22  
NEXT REV DATE 09 [redacted] DATE 14 Dec 79 REVIEW [redacted] TYPE DOC. 02  
NO. PGS 2 [redacted] DATE [redacted] ORG COMP 11 [redacted] ORG CLASS S  
REV CLASS C REV COORD [redacted] AUTH: HR 70-9

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D. OPERATING BUDGET. The Office of the Comptroller advised the BFO/TR that the schedule of hearings on the Operating Budget will be announced the week of 20 June 1955.

E. CLASS A STATION ACCOUNTING PROCEDURES - [ ] Arrangements are now being made to convert from Decentralized Accounting Procedures to Class A Station Accounting Procedures at [ ] as of 1 July 1955. A task group will be selected from the Office of the Comptroller to assist [ ] in the conversion. The Comptroller will submit a memorandum to DTR formalizing this conversion.

F. ADMINISTRATIVE BRANCH PERSONNEL ITEMS:

1. [ ] entered on duty Friday, 10 June 1955, replacing [ ]

2. [ ] was married on 12 June 1955. She is now [ ] and will return from leave on 27 June 1955.

G. REPORTING OF EXTERNAL TRAINING. The first reports of external training, required by OTR Notice 11-55, have been received and the original copies forwarded to the Office of Personnel.

H. PERIODIC STEP INCREASES. In order to comply with the new regulation concerning Periodic Step Increases, the Personnel Section has issued supplementary instructions to all OTR supervisors. In brief, the supervisor will now be required to sign a statement that the performance of the individual has been satisfactory.

I. SUMMER PROGRAM. A request for final payment of [ ] was received on 13 June 1955 from [ ] The Finance Division is preparing the check which will be sent to [ ] on 17 June 1955.

J. REGISTRAR ACTIVITIES:

1. The OTR Monthly Report of trainees was disseminated on 9 June 1955.

2. Several discussions have been held with [ ] SA/DDS, regarding training as it pertains to the DDS complex, procedures, etc. Copies of basic documents on BOC policy have been typed and forwarded for his information.

3. The A/Registrar attended the DDP/TO meeting conducted at [ ] Thursday, 9 June. The new integrated operations course, scheduled to begin 9 January, was the major item discussed. The meeting was considered a success and was enlightening to all participants.

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K. [ ] Weekly report of the utilization of [ ]  
[ ] for the period 8 June - 14 June is attached.

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Attachment: [ ]

[ ]

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